



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Board of Directors Meeting Agenda

Board of Directors

Jenalee Dawson, President

Catherine Moy, Vice President

Doug Carr

Alma Hernandez

Amit Pal

Doriss Panduro

Parise Shepherd

Scott Tonnesen

Princess Washington

K. Patrice Williams

Pam Bertani, First Alternate

Manveer Sandhu, Second Alternate

Meeting Date: Monday, September 22, 2025

Meeting Place: 1010 Chadbourne Road, Fairfield, CA

Meeting Time: 6:00 p.m.

1. Roll Call

2. Pledge of Allegiance

3. Public Comments

4. Director Comments/CASA Report

5. General Manager Report

6. Awards and Presentations:

(a) Receive National Association of Clean Water Agencies Peak Platinum 11 Award

(b) Receive California Association of Sanitation Agencies Excellence in Public Outreach/Education Award

7. Consent Calendar:

Page

(a) Adopt Resolution No. 2025-28 Approving Amendment No. 1 to the Solano Stormwater Alliance Agreement 2

(b) Approve Board Minutes of July 28, 2025 10

8. Action Item:

(a) Adopt Resolution No. 2025-29 Adopting a Revised Pay Rate Schedule 12

9. Discussion Item:

(a) Presentation on Utilities Profile and Cost Saving Measures

10. Information Item:

(a) Board Calendar 32

--End of Agenda--

The Fairfield-Suisun Sewer District will provide reasonable disability-related modification or accommodation to a person with a disability who requires a modification or accommodation in order to participate in the meeting of the Board of Directors. Please contact the District at (707) 429-8930 at least 48 hours before the meeting if you require such modification or accommodation.

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative offices located at the above address.

Members of the public may speak on any matter within the jurisdiction of the Fairfield-Suisun Sewer District by identifying themselves at the beginning of the meeting. Comments on matters not listed on the agenda will be taken under Public Comments. Comments on matters appearing on the agenda will be taken during consideration of the item.



FAIRFIELD-SUISUN SEWER DISTRICT

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September 17, 2025

AGENDA REPORT

TO: Board of Directors
FROM: Meg Herston, Environmental Services Director
SUBJECT: Approval of Amendment No. 1 to the Agreement Providing for Implementation of the Solano Stormwater Alliance

Recommendation: Approve and adopt Resolution No. 2025-28, authorizing the General Manager to execute Amendment No. 1 to the Agreement Providing for Implementation of the Solano Stormwater Alliance ("Agreement").

Background: In 1972, Congress enacted the Clean Water Act to reduce water pollution from point sources, later expanded in 1987 to address municipal stormwater discharges. The California Regional Water Quality Control Board (San Francisco Bay Region) first issued municipal stormwater permits in 1989, requiring cities, counties, transportation agencies, and special districts to control pollutants entering storm drains.

For over a decade, the Fairfield-Suisun Sewer District (FSSD) has collaborated with the Vallejo Flood & Wastewater District, the City of Fairfield, the City of Suisun City, and the City of Vallejo on compliance with the Regional Water Quality Control Board's Municipal Regional Stormwater Permit (MRP).

To formalize this collaboration, the parties entered into the Solano Stormwater Alliance Agreement in April 2022, committing to shared responsibilities and cost allocations to comply with the MRP. FSSD has taken a lead role in coordinating these regional compliance efforts. The latest MRP (issued May 11, 2022) recognizes the cities of Fairfield, Suisun City, Vallejo, and the Vallejo Flood and Wastewater District as jointly responsible for permit compliance as the Solano Permittees.

Discussion: Amendment No. 1 makes the following updates:

- Transparency: Agendas and minutes of Management Committee meetings will be publicly posted; public participation will be allowed
- Fiscal Procedures: Establishes a 25% operating reserve, defines billing/payment deadlines, and provides for crediting back excess funds
- Cost Allocation: Updates agency shares based on 2020 Census data

Approval of Amendment No. 1 to the Agreement Providing for Implementation of the

Solano Stormwater Alliance

September 17, 2025

Page 2 of 2

Fiscal Impact: The District serves as the fiscal agent for the Solano Stormwater Alliance and does not contribute financially to the program. Instead, the District receives funding from the participating agencies to administer the program and manage compliance activities (note that FSSD transfers funding to the Solano Stormwater Alliance on behalf of Fairfield and Suisun City from its Drainage Maintenance charges—no additional payments are required). Amendment No. 1 clarifies billing and reserve fund procedures but does not change FSSD's role as fiscal agent or its reimbursement arrangement.

Attachments: 1 – Amendment No. 1
2 – Resolution No. 2025-28

AMENDMENT NO. 1
TO THE AGREEMENT PROVIDING FOR IMPLEMENTATION OF THE SOLANO
STORMWATER ALLIANCE

This **AMENDMENT NO. 1** ("Amendment") to the **AGREEMENT PROVIDING FOR IMPLEMENTATION OF THE SOLANO STORMWATER ALLIANCE** ("Agreement"), originally entered into by and among the **CITY OF FAIRFIELD, CITY OF SUISUN CITY, CITY OF VALLEJO, VALLEJO FLOOD AND WASTEWATER DISTRICT, and FAIRFIELD-SUISUN SEWER DISTRICT** (collectively, the "PARTIES") on April 5, 2022, is made and entered into as of the latest date of execution below.

RECITALS:

WHEREAS, the PARTIES entered into the Agreement to equitably share the costs of and responsibilities for compliance with the Municipal Regional Stormwater NPDES Permit ("MRP Permit");

WHEREAS, the PARTIES desire to amend certain provisions of the Agreement to clarify administrative procedures and update responsibilities;

NOW, THEREFORE, THE PARTIES AGREE TO AMEND THE AGREEMENT AS FOLLOWS:

A. MANAGEMENT COMMITTEE – PUBLIC NOTICE & MEETING MINUTES

Section 2.06 of the agreement is replaced with the following paragraph:

"2.06 In order to provide transparency and allow public participation, agendas for official Management Committee meetings will be publicly posted, the public allowed to participate and provide comment during those meetings, and meeting minutes publicly posted on the City of Vallejo website. City of Vallejo shall be solely responsible for posting meeting agendas. VFWD will be responsible for taking minutes and preparing agendas."

B. RESERVE FUND TIMING

Section 3.02 of the agreement is replaced with the following paragraph:

"1.01 Invoices for payment of Program cost allocations will be sent in July of each year. If payment has not been received by the Fiscal Agent within 30 days of the billing date, a notice of non-payment will be mailed to the PARTY. If payment has not been received within 60 days of the notice of non-payment, the PARTY will receive notice that their

participation in the Program will be terminated effective 30 days from the notice of termination.”

Sections 3.03 and 3.04 are added to the agreement as follows:

“3.03 Recognizing that expenses do not always happen within the budget year, the Program may end up with unspent funds by the end of the fiscal year. The Program will hold an Operating Reserve of 90 days (25%) of the Operating budget. Each July, the Fiscal Agent will review unspent funds from the prior budget year. Unless the PARTIES authorize the Program to carry reserve funds greater than the Operating Reserve, unspent proceeds above the Operating Reserve will be credited back to each PARTY’s current annual contribution based on their cost allocation in Exhibit A.

3.04 The timing for the analysis of the reserves will be as follows:

- April – Next year’s Budget is approved by Program participants
- July 1 – Budget is effective
- July – Fiscal Agent defined in Section 4 will review reserves to credit back yearly contribution invoices, unless otherwise approved by the Program.
- August – Invoices are due within 30 days of the July billing date.”

C. COST ALLOCATION

Exhibit A of the Agreement is replaced with the following table and footnotes:

Permittee	Population ¹	Cost Allocation ²
City of Vallejo	120,979	22%
Vallejo Flood and Wastewater		22%
City of Suisun City	29,371	12%
City of Fairfield	117,614	44%
Total	267,964	100%

1. 2020 Population estimate from US Census Bureau

2. Based on % total population within Solano Permittees combined areas

All other terms and conditions of the original Agreement not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES have executed this Amendment No. 1 as of the dates set forth below.

Dated: _____

CITY OF VALLEJO

By: _____

Its: _____

APPROVED AS TO FORM:

By: _____

Attorney

Dated: _____

**VALLEJO FLOOD AND
WASTEWATER DISTRICT**

By: _____

Its: _____

APPROVED AS TO FORM:

By: _____

Attorney

Dated: _____

CITY OF FAIRFIELD

By: _____

Its: _____

APPROVED AS TO FORM:

By: _____

Attorney

Dated: _____

CITY OF SUISUN CITY

By: _____

Its: _____

APPROVED AS TO FORM:

By: _____
Attorney

Dated: _____

FAIRFIELD-SUISUN SEWER DISTRICT

By: _____

Its: _____

APPROVED AS TO FORM:

By: _____
Attorney

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-28

**A RESOLUTION APPROVING AMENDMENT NO. 1 TO AGREEMENT PROVIDING
FOR IMPLEMENTATION OF THE SOLANO STORMWATER ALLIANCE**

WHEREAS, in 1972 Congress passed the Clean Water Act to reduce pollution from factories, municipal sewage treatment plants, and similar facilities that pipe wastes to streams, rivers, lakes, or bays; and

WHEREAS, the 1987 Amendments to the Clean Water Act expanded the pollution reduction mandate to include discharges from Municipal Separate Storm Sewer Systems (MS4s, or storm drains); and

WHEREAS, the California Water Quality Control Board for the San Francisco Bay Region (RWQCB) issued the first California municipal stormwater National Pollutant Discharge Elimination System (NPDES) permits in 1989; and

WHEREAS, the stormwater NPDES permits require owners of MS4s--including cities, towns, and counties, state and regional transportation agencies, flood control districts, and others-- to control the myriad sources of pollutants that enter and are transported through their systems; and

WHEREAS, for over a decade the Fairfield-Suisun Sewer District has worked in partnership with the Vallejo Flood & Wastewater District and the cities of Fairfield, Suisun City, and Vallejo to coordinate compliance with the Regional Water Quality Control Board's Municipal Regional Stormwater Permit (MRP); and

WHEREAS, the Fairfield-Suisun Sewer District has taken the lead in managing and coordinating these joint efforts under the banner of the Solano Stormwater Alliance, serving as the primary agency responsible for regional collaboration and program oversight; and

WHEREAS, the Memorandum of Agreement (MOA) executed on March 24, 2022 formalized the Fairfield-Suisun Sewer District, City of Fairfield, Suisun City, Vallejo Wastewater and Flood Control District, and the City of Vallejo's commitment to collaborate regionally on MRP requirements; and

WHEREAS, the parties desire to amend this agreement to amend certain provisions of the agreement to clarify administrative procedures and update responsibilities

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE FAIRFIELD-SUISUN SEWER DISTRICT THAT:

1. The General Manager is hereby authorized to execute the First Amendment to the Agreement and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of September 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST:

District Clerk

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

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Board of Directors Meeting Minutes

Date: Monday, July 28, 2025

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 pm

1. The meeting was called to order at 6:00 p.m. by President Jenalee Dawson, who presided over the meeting.

Roll Call – The following Board members were present: Directors Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, Washington and Williams. Director Moy participated via teleconference. No Board Alternates were present.

2. Pledge of Allegiance was led by Director Doug Carr.
3. Public Comments: No comments.
4. Director Comments: No comments.
5. General Manager Report – General Manager Jordan Damerel reported the District successfully submitted the Defense Community Infrastructure Program Grant proposal in the amount of \$7.5 million to the Department of Defense to help pay for design and construction of the Suisun Main Force Project. Damerel acknowledged Senior Engineer Karl Ono on the proposal preparation, Joe Dingman from the Travis Community Consortium and General Johnson who wrote a letter of support for the proposal. Solano County Board of Supervisors had a meeting regarding the Suisun Valley and Woodcreek project and sewer service outside the city limits. County staff presented to the Board of Supervisors letters from the District in response to Board items earlier in the year, highlighting the need to complete a comprehensive sewer evaluation for County-proposed development in unincorporated areas. Engineering Manager Irene O'Sullivan highlighted a District event from mid-July hosting several students from the Student Conservation Association in coordination with Solano Research Conservation District, and thanked Director of Environmental Services Meg Herston for facilitating career talks with the students. Damerel noted an outreach flyer with information about the District was mailed out to residents of Fairfield and Suisun City. There will be no Executive Committee Meeting and Board of Directors Meeting in August.
6. Consent Calendar:
 - (a) Adopt Resolution No. 2025-25 Approving CASA Board of Directors Slate and Dues
 - (b) Adopt Resolution No. 2025-26 Authorizing the General Manager to Execute an Agreement for Engineering Design Services for Lopes Road Lift Station
 - (c) Approve Board Minutes of June 23, 2025

Board of Directors Meeting Minutes

Monday, July 28, 2025

Page 2 of 2

With a correction to reflect Director Panduro as "Absent" for all votes in the June 23, 2025 minutes, it was moved by Director Panduro, seconded by Director Shepherd, to approve the Consent Calendar. The motion carried by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Shepherd, Tonnesen, Washington, Williams

NOES: None

ABSTAIN: None

ABSENT: None

7. Action Item:

(a) Adopt Resolution No. 2025-27 Authorizing the General Manager to Execute an Agreement with Woodard & Curran, Inc. to provide Engineering Services for the Collection System Master Plan in an amount not to exceed \$1,172,865

Senior Engineers Karl Ono provided a brief update on the Collection System Master Plan and Collection System Asset Management Plan to combine the study in partnership with both City of Fairfield and Suisun City.

Upon motion by Director Hernandez, seconded by Director Shepherd, Action Item No. 7a was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Moy, Pal, Panduro, Shepherd, Tonnesen, Washington, Williams

NOES: None

ABSTAIN: None

ABSENT: None

8. Information Item:

(a) Board Calendar

No comments.

The meeting adjourned at 6:20 pm.

Respectfully submitted,

President

ATTEST:

District Clerk



FAIRFIELD-SUISUN SEWER DISTRICT

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September 17, 2025

AGENDA REPORT

TO: Board of Directors
FROM: Kimberly Kraft, Human Resources Manager
SUBJECT: Revised Pay Rate Schedule

Recommendation: Adopt Resolution 2025-29, Pay Rate Schedule.

Background: In preparation for the upcoming Rate Study, the District conducted a targeted compensation study in 2025 to assess market competitiveness for key benchmark classifications. This effort supports the District's commitment to maintaining fair and competitive compensation practices. The last full compensation and benefits survey was conducted in 2022, with the prior survey in 2016. At that time, the Board recommended conducting regular compensation studies to ensure the District remains among the top three highest compensating agencies in the Bay Area. While the 2025 study did not include a full organizational or classification review, it provides updated salary data to inform the rate-setting process. Based on the findings, a revised Pay Rate Schedule is recommended for Board adoption (Attachment 1).

Data for the 2025 compensation survey was collected in May and June, prior to the District's cost-of-living adjustment (COLA) that went into effect on July 14, 2025. As such, the analysis is based on the pre-COLA salary schedule.

In compliance with California Public Employees' Retirement System (CalPERS) regulations (specifically California Code of Regulations (CCR) Section 570.5) the Pay Rate Schedule must be formally approved and adopted by the District's governing body. These regulations promote transparency and accountability by requiring public agencies to adopt employee pay schedules at a public meeting in accordance with applicable open meeting laws.

Discussion: A compensation survey was conducted in 2025 (Attachment 1), reviewing eight (8) benchmark classifications, many of which were also included in the 2022 survey.

Revised Pay Rate Schedule

September 17, 2025

Page 2 of 2

This analysis considered the 2016 Board recommendation that the District aim to set salaries within the top three highest-paying agencies in the Bay Area. Based on current results, the District is within the top three for five (5) of the eight (8) classifications. While maintaining a top-three compensation strategy remains a guiding principle, other factors such as market median and average salaries, as well as the timing of the survey relative to the District's COLA were also considered. In cases where a classification is not within the top three but remains above both the market median and average, a salary adjustment is not recommended, with the exception of the E&I Technician II. Based on this comprehensive review, salary adjustments are proposed for only two (2) classifications.

The E&I Technician II classification is 1.29% below the top three agencies. After taking the 2025 COLA into consideration, a 1% salary adjustment is recommended to maintain the District's compensation strategy and to support recruitment and retention efforts for this hard-to-fill position.

The Utility Worker classification is currently 26.92% below the top three agencies. The job description was recently updated to reflect additional responsibilities and to establish a clearer career pathway into the Maintenance Mechanic series. To align with these changes, the District recommends placing the Utility Worker classification in a salary range that is 10% below the Maintenance Mechanic I classification.

Fiscal Impact: If approved, salaries for employees in classifications with a proposed adjustment will be updated on October 6, 2025, the start of the next full pay period. Each employee's current position within their existing salary range will be used to determine their placement in the new range, ensuring a proportional transition.

As a result, seven (7) District employees will receive salary adjustments. There are no negative impacts to any staff salaries under the current recommendations. No budget adjustment is requested for FY 2025-26 as salary and benefit savings from three vacant positions will cover the increase. The total increase of these adjustments is approximately \$25,000, representing less than 0.2% of the District's total FY 2025-26 budgeted salaries and benefits of \$16.3M.

Attachment: 1 – Compensation Study Report
2 – Updated Pay Rate Schedule Effective Oct 6
3 – Resolution No. 2025-29

FAIRFIELD-SUISUN SEWER DISTRICT
SALARY SURVEY 2025

Contents

Summary	3
Background	3
Summary of Findings.....	3
Study Process	4
Benchmark Classifications.....	4
Comparator Agencies.....	4
Salary Data	6
Data Collection.....	6
Data Benchmarks	7
Compensation	8
Benchmark Classifications.....	8
Accountant.....	9
Administrative Specialist.....	10
Associate Engineer	11
Electrical & Instrumentation Technician II (Journey).....	12
Laboratory Analyst	13
Maintenance Mechanic II (Journey)	14
Utility Worker.....	15
Wastewater Plant Operator Lead	16

Summary

Background

In preparation for the District's upcoming rate study, a comprehensive compensation and benefits review is being conducted to ensure current market conditions and internal equity considerations are incorporated into the rate-setting process. This proactive approach is intended to provide accurate, up-to-date data that supports the District's ability to maintain a competitive and equitable compensation framework.

The study will focus on:

- Ensuring employees are compensated fairly in relation to the level, scope, and complexity of the work they perform, enabling the District to recruit, engage, and retain a highly qualified workforce;
- Confirming that internal salary relationships are based on consistent, objective evaluation criteria, fostering fairness and equity across all positions.

Findings from the study will be used to align the District's pay and benefits structure with both fiscal responsibility and organizational priorities, ensuring that compensation practices are sustainable and supportive of long-term staffing stability.

Summary of Findings

This report provides an overview of the job analysis methods, analytical tools, and results of the salary and benefits survey. The study found that the District's overall benefits package is competitive in the market, with some areas identified where adjustments to salary or benefits could further support the goals outlined above.

Study Process

Benchmark Classifications

The study includes eight (8) benchmark classifications that were selected to collect compensation data within the defined labor market. Survey classifications that had the most consistent and useful survey data were used as “benchmarks” in building the compensation plan. Benchmark classifications are well-known, clearly defined positions that are common across agencies, making it possible to obtain sufficient and reliable market data. These positions serve as anchor points in the salary-setting process, ensuring the District’s overall compensation plan remains aligned with market conditions. Positions not directly surveyed are aligned using established District compensation practices.

For the 2025 study, the same benchmark classifications from the 2022 review were used, with three changes: the addition of the Utility Worker classification and the removal of the Laboratory Manager and the Engineering Technician/Inspector classifications.

These benchmark classifications included:

Classification
Accountant
Administrative Specialist
Associate Engineer
Electrical & Instrumentation Technician II (Journey)
Laboratory Analyst
Maintenance Mechanic II (Journey)
Utility Worker
Wastewater Plant Operator II (Journey)

Comparator Agencies

An essential component of the salary and benefits study is the identification of appropriate comparator agencies. For consistency and to enable meaningful comparison to prior results, the 2025 study relied on the same agencies used in the 2022 review, with one exception: the City of Benicia was removed due to a lack of response and incomplete online data and the City of Fairfield was removed as they were a comparator agency for benefits only.

The original list of comparators was developed from an initial pool of twenty-one (21) agencies and selected based on the following factors:

- 1. Organizational type and structure** – Agencies of a similar size and providing similar services to the District are preferred. For technical classifications, organizational size is less critical so long as the nature of the work is comparable. However, size becomes more significant for management-level positions, where the scope of responsibility—such as supervising large teams, managing politically visible functions, and addressing high-consequence decisions—expands with the organization. When similarly sized agencies are limited, a balanced mix of smaller and larger agencies can provide a well-rounded comparison.

2. **Similarity of population, staff, and operational budgets** – These metrics provide context for understanding available resources and the scale of service delivery in each comparator agency.
3. **Scope of services provided** – Agencies offering similar services provide the most relevant data. For this study, emphasis was placed on agencies engaged in wastewater collection and treatment, environmental compliance, and capital engineering services.
4. **Labor market and geographic location** – Many agencies now compete for the same pool of qualified employees regardless of where those employees live. The selected comparator agencies are within a geographic region from which the District recruits and may lose staff, ensuring that market data reflects local cost of living, housing, growth rates, and other demographic factors.

All of the above elements should be considered in selecting the group of comparator agencies. Staff agreed on a list of comparator agencies, and the following ten (10) agencies were used as comparators for the purposes of this market study:

Comparator Agencies
Central Contra Costa Sanitary District
Central Marin Sanitation Agency
City of Vacaville
Delta Diablo Sanitary District
Dublin San Ramon Services District
Napa Sanitation District
Oro Loma Sanitary
Union Sanitary District
Vallejo Flood and Wastewater District
West County Wastewater District

Fairfield-Suisun Sewer District (FSSD) is an advanced secondary wastewater treatment plant that operates in Solano County with an average dry weather flow of 12 million gallons per day (mgd). The District provides wastewater collection and treatment services to a 48 square mile (sq mi) service area including Fairfield, Suisun, and Travis Air Force Base. Currently FSSD has 66 approved regular full-time positions.

Comparatively, Delta Diablo Sanitation District, Napa Sanitation District, Oro Loma Sanitary District, Union Sanitary District, Vallejo Flood and Wastewater District, and West County Wastewater District all have a typical flow of 10 to 33 mgd for service areas varying from 13 to 60 square miles. These Districts all provide wastewater treatment services in Napa, Alameda, Contra Costa, Marin, and Solano Counties employing 44 to 137 employees.

Some larger agencies in the region include Central Contra Costa Sanitary District and Dublin San Ramon Services District; both of which have classifications that conduct similar work as our classifications. Central Contra Costa has a typical flow of 40 to 54 mgd while Dublin San Ramon Service District provides potable, recycled, and wastewater services and has a typical flow of 10 mgd for its wastewater services alone. These Districts have service areas varying from 57 to 145 square miles in Alameda and Contra Costa Counties employing 131 to 281 employees.

The City of Vacaville is within 25 radius miles from the District which provides wastewater treatment services. The typical flow of the City of Vacaville is 7.8 mgd within Solano County with a service area of 30 square miles. City of

American Canyon and City of Benicia were not included in the study as they were not responsive, and information was unverified online.

Salary Data

Salary information was collected for each of the benchmarked classifications and were analyzed based of the District's exempt and nonexempt status.

Because the District offers benefits based on exempt or nonexempt status, the following information was collected for nonexempt and exempt personnel from each comparable agency. As many agencies have several bargaining agreements representing the benchmark classifications, the enhanced benefits across the different bargaining agreements were used for the purposes of this survey.

1. Monthly Base Salary: The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement: This includes several figures:

- **PERS:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Formula:** For purposes of this salary survey the PEPRA formula was used, which is 2% at 62 if the agency participated in CalPERS; otherwise, the formula for that agency for newly hired employees was used.
- **Social Security:** If an employer participates in Social Security, then the employee contribution of 6.2% of base salary up to \$909.85 per month was reported.
- **Medicare:** As this is a mandatory deduction for all employers, the employee contribution of 1.45% of base salary per month was reported.
- **Deferred Compensation:** Deferred compensation contributions provided to all employees of a classification taking any employee required contributions into account.
- **Other:** Any other retirement contributions made by the employer.

3. Insurances: The employee paid premiums for an employee with family coverage was reported. The employee paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision

Data Collection

Data was collected during the months of May and June of 2025, through websites, conversations with human resources at each comparator agency, and careful review of agency documentation of classification descriptions, memoranda of understanding, organization charts, and other documents. Since the data was collected, the District has processed a 2% COLA that went into effect on July 14, 2025. As the data was collected prior to the COLA, all information and data in this study is based on the salaries prior to the COLA going into effect.

Matching Methodology

For the 2025 study, accurate and up-to-date job descriptions are now in place for all positions included in the analysis. With these finalized descriptions, research was conducted using the same methodology as in prior studies to identify comparable positions across the selected comparator agencies.

When collecting data, it is understood that exact matches to District classifications are unlikely. Therefore, comparisons are not made solely on job titles, which can be misleading. Instead, each potential comparator is evaluated against the District's job descriptions to ensure the match reflects the role's actual duties, responsibilities, and scope. If a comparator agency does not have job descriptions readily available, follow-up is conducted to confirm the position details.

Our methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e. entry, experienced, journey, specialist, senior, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action; and
- The responsibility for the work of others, program administration, and for budget dollars.

Using this process, sufficient market data was obtained from the comparator agencies for all ten (10) benchmark classifications.

Data Benchmarks

Throughout the survey, both the average (the sum of the comparator agencies' data divided by the number of matches) and the median (the midpoint where 50% of the data points fall above and 50% fall below) were calculated, along with the percentage by which the District's figures are above or below each measure. The District's own data was included in these calculations, as it is part of the market being analyzed.

For compensation analysis, a minimum of four (4) comparator agencies with matching classifications to the benchmark position was required for calculating an average or median. This threshold helps ensure that no single agency's data disproportionately influences the results.

When making salary range recommendations or adjustments, the median is typically preferred over the average, as it is less affected by unusually high or low values that can skew results.

Compensation

Market compensation data was pulled from comparator agencies for the benchmark classifications. Gross salary as well as adjusted total monthly compensation was analyzed to determine if any salary adjustments were recommended.

Benchmark Classifications

As a reminder, the study included eight (8) benchmark classifications.

These benchmark classifications included:

Classification
Accountant
Administrative Specialist
Associate Engineer
Electrical & Instrumentation Technician II (Journey)
Laboratory Analyst
Maintenance Mechanic II (Journey)
Utility Worker
Wastewater Plant Operator II (Journey)

There is a table for each of the benchmark classifications in the upcoming pages.

The tables provide a view of “total take-home pay” for an employee assuming the only deductions are from mandatory retirement contributions, pension costs, insurance costs (medical, dental, and vision), and FICA tax. The columns of the table are defined below:

- *Employee Retirement Contribution*: includes employee costs for any contributions to a deferred compensation plan that is mandatory for the employee to receive employer contributions.
- *Employee Pension Contribution*: includes mandatory employee deductions towards pension costs. The costs are percentage based and vary between agencies. This amount is capped based on maximum salary contributions set by CalPERS if the agency participates in CalPERS. The maximum salary for 2025 for agencies that participate in social security is \$155,081 and \$186,096 for agencies that do not participate in social security.
- *Employee Insurance Share*: includes any mandatory employee deductions for medical, dental, and vision assuming family coverage and participation in Kaiser HMO or equivalent. Life insurance was not included in this calculation as the costs are variable.
- *FICA Tax*: includes Medicare (1.45%) for all agencies and social security (6.2%), for those agencies that participate in social security, up to \$909.85 per month.

For the benchmark classifications, the monthly salary was combined with costs defined above to determine the *adjusted total monthly compensation*. The data from the benchmark classifications can be used to make recommendations for market equity adjustments. Any recommendations can then be applied to classifications throughout the entire series based on the District’s compensation practices.

Accountant

Net Income Table

The Accountant classification is ranked third amongst eight (8) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Vallejo Sanitary and Flood Control District	Accountant	\$12,701.87	\$173.33	\$984.39	\$0.00	\$184.18	\$11,359.96
2	Dublin San Ramon Services District	Accountant II	\$12,313.60	\$208.33	\$954.30	\$206.54	\$941.99	\$10,002.43
3	Fairfield-Suisun Sewer District	Accountant	\$12,010.27	\$720.62	\$960.82	\$0.00	\$918.79	\$9,410.04
4	Central Contra Costa Sanitary District	Accountant	\$11,457.33	\$0.00	\$1,329.05	\$0.00	\$166.13	\$9,962.15
5	Union Sanitary District	Accounting and Financial Analyst I	\$11,441.73	\$41.67	\$800.92	\$40.00	\$165.91	\$10,393.24
6	West County Wastewater District	Accountant	\$11,341.20	\$0.00	\$878.94	\$0.00	\$164.45	\$10,297.81
7	Delta Diablo Sanitary District	Accountant	\$11,088.13	\$443.53	\$887.05	\$0.00	\$848.24	\$8,909.32
8	Napa Sanitation District	Accountant	\$10,994.53	\$200.00	\$907.05	\$0.00	\$159.42	\$9,728.06
9	City of Vacaville	Accountant II	\$8,507.20	\$0.00	\$638.04	\$434.03	\$123.35	\$7,311.77
Central Marin Sanitation Agency		N/C						
Oro Loma Sanitary		N/C						
			Median	\$11,441.73				\$9,962.15
			Percentage Above/Below Median	4.73%				-5.87%
			Average	\$11,317.32				\$9,708.31
			Percentage Above/Below Average	5.77%				-3.17%
			Number of Matches	8				8

- The District was the top agency amongst the top three agencies surveyed for total monthly compensation in 2022.
- The District is 4.73% above median for total monthly compensation (which looks at monthly compensation alone) and 5.87% below median for adjusted total monthly compensation.
- Higher employee deductions for retirement and taxes reduce the net take-home pay, resulting in adjusted compensation slightly below median but still above average. This indicates that while the District's salary levels are strong, employee cost-sharing may impact perceived compensation.

Administrative Specialist

Net Income Table

The Administrative Specialist is ranked fourth amongst ten (10) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Central Marin Sanitation Agency	Administrative Specialist II	\$10,566.40	\$0.00	\$818.90	\$0.00	\$153.21	\$9,594.29
2	Union Sanitary District	Administrative Specialist II	\$9,547.20	\$41.67	\$668.30	\$40.00	\$138.43	\$8,658.79
3	Central Contra Costa Sanitary District	Administrative Services Assistant	\$9,282.00	\$0.00	\$1,076.71	\$0.00	\$134.59	\$8,070.70
4	Fairfield-Suisun Sewer District	Administrative Specialist	\$8,987.33	\$0.00	\$718.99	\$0.00	\$687.53	\$7,580.82
5	West County Wastewater District	Administrative Assistant	\$8,680.53	\$0.00	\$672.74	\$0.00	\$125.87	\$7,881.92
6	Oro Loma Sanitary	Administrative Support Specialist	\$8,436.13	\$62.50	\$695.98	\$0.00	\$122.32	\$7,555.33
7	Delta Diablo Sanitary District	Administrative Assistant II	\$8,198.67	\$327.95	\$655.89	\$0.00	\$627.20	\$6,587.63
8	Dublin San Ramon Services District	Administrative Assistant II	\$8,165.73	\$208.33	\$632.84	\$206.54	\$624.68	\$6,493.34
9	Napa Sanitation District	Administrative Assistant II	\$7,623.20	\$200.00	\$628.91	\$0.00	\$110.54	\$6,683.75
10	Vallejo Sanitary and Flood Control District	Administrative Assistant II	\$7,481.07	\$173.33	\$579.78	\$0.00	\$108.48	\$6,619.48
11	City of Vacaville	Office Assistant II	\$5,851.73	\$0.00	\$438.88	\$434.03	\$84.85	\$4,893.97
			Median	\$8,436.13				\$7,555.33
			Percentage Above/Below Median	6.13%				0.34%
			Average	\$8,438.18				\$7,329.09
			Percentage Above/Below Average	6.11%				3.32%
			Number of Matches	10				10

- The percentage between the top three agencies and the District for total monthly compensation is 3.17%.
- The District is 6.13% above median for total monthly compensation (which looks at monthly compensation alone) and 0.34% above median for adjusted total monthly compensation.
- Based on averages, the District is above the average compensation for all comparable agencies.
- Some of the duties performed by the top three agencies are higher-level responsibilities that, within the District, are not currently assigned to the Administrative Specialist, but they remain among the most comparable positions at those agencies.

Associate Engineer

Net Income Table

The Associate Engineer classification is ranked third amongst ten (10) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Delta Diablo Sanitary District	Associate Engineer	\$15,998.67	\$639.95	\$1,033.87	\$0.00	\$1,141.83	\$13,183.02
2	Dublin San Ramon Services District	Associate Engineer	\$15,522.00	\$208.33	\$1,001.56	\$206.54	\$1,134.92	\$12,970.64
3	Fairfield-Suisun Sewer District	Associate Engineer	\$15,383.33	\$0.00	\$1,033.87	\$0.00	\$1,132.91	\$13,216.55
4	Union Sanitary District	Associate Engineer	\$15,348.67	\$41.67	\$1,074.41	\$40.00	\$222.56	\$13,970.04
5	Vallejo Sanitary and Flood Control District	Associate Engineer	\$15,334.80	\$173.33	\$1,188.45	\$0.00	\$222.35	\$13,750.67
6	Central Contra Costa Sanitary District	Associate Engineer	\$15,296.67	\$0.00	\$1,774.41	\$0.00	\$221.80	\$13,300.45
7	Central Marin Sanitation Agency	Associate Engineer	\$15,107.73	\$0.00	\$1,170.85	\$0.00	\$219.06	\$13,717.82
8	Napa Sanitation District	Associate Engineer	\$14,747.20	\$200.00	\$1,216.64	\$0.00	\$213.83	\$13,116.72
9	Oro Loma Sanitary	Associate Engineer	\$14,492.40	\$62.50	\$1,195.62	\$0.00	\$210.14	\$13,024.14
10	West County Wastewater District	Associate Engineer	\$14,454.27	\$0.00	\$1,120.21	\$0.00	\$209.59	\$13,124.47
11	City of Vacaville	Associate Utilities Civil Engineer	\$12,367.33	\$0.00	\$927.55	\$434.03	\$179.33	\$10,826.43
			Median	\$15,296.67				\$13,183.02
			Percentage Above/Below Median	0.56%				0.25%
			Average	\$14,913.92				\$13,109.18
			Percentage Above/Below Average	3.05%				0.81%
			Number of Matches	10				10

- The District is within the top three agencies surveyed for total monthly compensation.
- The District is 0.56% above median for total monthly compensation, which looks at monthly compensation alone and is 0.25% above median for adjusted total monthly compensation.

Electrical & Instrumentation Technician II (Journey)

Net Income Table

The Electrical & Instrumentation Technician II classification, which is the journey level in this series, is ranked fifth amongst nine (9) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Union Sanitary District	Control Systems Specialist	\$13,438.53	\$41.67	\$940.70	\$40.00	\$194.86	\$12,221.31
2	Oro Loma Sanitary	Electrical & Instrumentation Technician	\$13,027.73	\$62.50	\$1,074.79	\$0.00	\$188.90	\$11,701.54
3	Dublin San Ramon Services District	Instrumentation and Controls Technician II	\$12,727.87	\$208.33	\$986.41	\$206.54	\$973.68	\$10,352.90
4	Central Contra Costa Sanitary District	Electrical Technician	\$12,599.60	\$0.00	\$1,461.55	\$0.00	\$182.69	\$10,955.35
5	Fairfield-Suisun Sewer District	Electrical & Instrumentation Technician II	\$12,563.20	\$0.00	\$1,005.06	\$0.00	\$961.08	\$10,597.06
6	Central Marin Sanitation Agency	Electrical Instrumentation Technician III	\$11,805.73	\$0.00	\$914.94	\$0.00	\$171.18	\$10,719.61
7	Vallejo Sanitary and Flood Control District	Electrical/Instrumentation Technician	\$11,748.53	\$173.33	\$910.51	\$0.00	\$170.35	\$10,494.33
8	Delta Diablo Sanitary District	Electrical/Instrumentation Technician II	\$11,027.47	\$441.10	\$882.20	\$0.00	\$843.60	\$8,860.57
9	West County Wastewater District	Maintenance/Instrumentation Technician	\$10,207.60	\$0.00	\$791.09	\$0.00	\$148.01	\$9,268.50
10	City of Vacaville	Utility Plant Electrician II	\$10,178.13	\$0.00	\$763.36	\$434.03	\$147.58	\$8,833.16
11	Napa Sanitation District	No Position	Median Percentage Above/Below Median Average Percentage Above/Below Average	\$12,184.47 3.01% \$11,932.44 5.02%				\$10,545.70 0.48% \$10,400.43 1.86%
Number of Matches			9					9

- The percentage between the top three agencies and the District is 1.29%.
- The District is 3.01% above median for total monthly compensation, which looks at monthly compensation alone and is 0.48% above median for adjusted total monthly compensation.

Laboratory Analyst

Net Income Table

The Laboratory Analyst classification, which is the journey level in this series, is ranked third amongst nine (9) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Union Sanitary District	Chemist II	\$13,104.00	\$41.67	\$917.28	\$40.00	\$190.01	\$11,915.05
2	Delta Diablo Sanitary District	Chemist II	\$12,273.73	\$490.95	\$981.90	\$0.00	\$938.94	\$9,861.94
3	Fairfield-Suisun Sewer District	Laboratory Analyst	\$12,268.53	\$0.00	\$981.48	\$0.00	\$938.54	\$10,348.51
4	Central Contra Costa Sanitary District	Chemist II	\$12,064.00	\$0.00	\$1,399.42	\$0.00	\$174.93	\$10,489.65
5	Central Marin Sanitation Agency	Laboratory Analyst I	\$11,344.67	\$0.00	\$879.21	\$0.00	\$164.50	\$10,300.96
6	Vallejo Sanitary and Flood Control District	Lab Technician II	\$11,091.60	\$173.33	\$859.60	\$0.00	\$160.83	\$9,897.84
7	West County Wastewater District	Laboratory Analyst II	\$10,925.20	\$0.00	\$846.70	\$0.00	\$158.42	\$9,920.08
8	Napa Sanitation District	Laboratory Analyst II	\$10,445.07	\$200.00	\$861.72	\$0.00	\$151.45	\$9,231.90
9	Dublin San Ramon Services District	Environmental Chemist II	\$10,051.60	\$208.33	\$779.00	\$206.54	\$768.95	\$8,088.78
10	City of Vacaville	Laboratory Analyst II	\$9,105.20	\$0.00	\$682.89	\$434.03	\$132.03	\$7,856.25
Oro Loma Sanitary		No Position						
			Median	\$11,218.13				\$9,908.96
			Percentage Above/Below Median	8.56%				4.25%
			Average	\$11,267.36				\$9,791.10
			Percentage Above/Below Average	8.16%				5.39%
				Number of Matches	9		9	

*Agency provides an incentive for obtaining a certification above what is required in the job description.

- The District is within the top three agencies surveyed for total monthly compensation.
- The District is 8.56% above median for total monthly compensation, which looks at monthly compensation alone, and is 4.25% above median for adjusted total monthly compensation.

Maintenance Mechanic II (Journey)

Net Income Table

The Maintenance Mechanic II classification, which is the journey level in this series, is ranked the highest amongst ten (10) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Fairfield-Suisun Sewer District	Maintenance Mechanic II	\$12,268.53	\$0.00	\$981.48	\$0.00	\$938.54	\$10,348.51
2	Oro Loma Sanitary	Mechanic II	\$12,103.87	\$62.50	\$998.57	\$0.00	\$175.51	\$10,867.29
3	Union Sanitary District	Mechanic II	\$11,951.33	\$41.67	\$836.59	\$40.00	\$173.29	\$10,859.78
4	Central Marin Sanitation Agency	Mechanical Technician III	\$11,552.67	\$0.00	\$895.33	\$0.00	\$167.51	\$10,489.82
5	Napa Sanitation District	Equipment Maintenance Specialist II	\$10,961.60	\$200.00	\$904.33	\$0.00	\$158.94	\$9,698.32
6	Central Contra Costa Sanitary District	Maintenance Technician II	\$10,925.20	\$0.00	\$1,267.32	\$0.00	\$158.42	\$9,499.46
7	Dublin San Ramon Services District	Mechanic II	\$10,848.93	\$208.33	\$840.79	\$206.54	\$829.94	\$8,763.32
8	Delta Diablo Sanitary District	Maintenance Mechanic II	\$10,736.27	\$429.45	\$858.90	\$0.00	\$821.32	\$8,626.59
9	Vallejo Sanitary and Flood Control District	Maintenance Mechanic II	\$10,644.40	\$173.33	\$824.94	\$0.00	\$154.34	\$9,491.78
10	West County Wastewater District	Maintenance Technician	\$9,720.53	\$0.00	\$753.34	\$0.00	\$140.95	\$8,826.24
11	City of Vacaville	Maintenance Worker II - Field Utilities	\$7,349.33	\$0.00	\$551.20	\$434.03	\$106.57	\$6,257.54
			Median	\$10,925.20				
			Percentage Above/Below Median	10.95%				
			Average	\$10,823.88				
			Percentage Above/Below Average	11.78%				
			Number of Matches	10				

*Agency provides an incentive for obtaining a certification above what is required in the job description or for a special license.

- The District is the highest ranked among agencies surveyed for total monthly compensation.
- The District is 10.95% above median for total monthly compensation, which looks at monthly compensation alone, and is 8.2% above median for adjusted total monthly compensation.

Utility Worker

Net Income Table

The Wastewater Plant Operator II classification is ranked second amongst 11 agencies with comparable classifications when analyzing total monthly compensation.. The table below is based on setting the top of the Wastewater Plant Operator II range at the O&M Technician 4 level. There will be three levels in this series (I, II, Senior).

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Delta Diablo Sanitary District	Utility Laborer	\$8,474.27	\$338.97	\$677.94	\$0.00	\$648.28	\$6,809.07
2	Central Marin Sanitation Agency	Utility Worker	\$8,210.80	\$0.00	\$636.34	\$0.00	\$119.06	\$7,455.41
3	West County Wastewater District	Utility Worker	\$7,810.40	\$0.00	\$605.31	\$0.00	\$113.25	\$7,091.84
4	Napa Sanitation District	Plant Attendant	\$6,851.87	\$200.00	\$565.28	\$0.00	\$99.35	\$5,987.24
5	Fairfield-Suisun Sewer District	Utility Worker	\$5,707.87	\$0.00	\$456.63	\$0.00	\$436.65	\$4,814.59
6	Dublin San Ramon Services District	Laborer	\$4,680.00	\$208.33	\$362.70	\$206.54	\$358.02	\$3,544.41
7	City of Vacaville	Laborer	\$4,333.33	\$0.00	\$325.00	\$434.03	\$62.83	\$3,511.47
8	Central Contra Costa Sanitary District	N/C						
9	Oro Loma Sanitary	N/C						
	Union Sanitary District	N/C						
	Vallejo Sanitary and Flood Control District	N/C						
				Median	\$6,851.87			\$5,987.24
				Percentage Above/Below Median	-20.04%			-24.36%
				Average	\$6,581.22			\$5,602.00
				Percentage Above/Below Average	-15.30%			-16.35%
				Number of Matches	6			6

- The percentage between the top three agencies and the District is 26.92%.
- The District is 20.04% below median for total monthly compensation, which looks at monthly compensation alone, and is 24.36% below median for adjusted total monthly compensation if set at the O&M Technician 4 salary.
- Many Districts use a similarly titled position as their equivalent to our Maintenance Mechanic I; even some of the comparable agencies job descriptions have higher responsibilities in the job descriptions.
- Central Marin Sanitation Agency we did not use the top step as the job description indicated higher level responsibilities to obtain the last two steps; so used the third step in the salary range.

Wastewater Plant Operator Lead

Net Income Table

The Wastewater Plant Operator Lead classification, the journey level position in the series, is ranked the highest amongst ten (10) agencies with comparable classifications when analyzing total monthly compensation.

Rank	Comparator Agency	Class Title	Total Monthly Compensation	Employee Retirement Contribution	Employee Pension Contribution	Employee Insurance Share	FICA Tax	Adjusted Total Monthly Compensation
1	Fairfield-Suisun Sewer District	Wastewater Plant Operator II	\$12,268.53	\$0.00	\$981.48	\$0.00	\$938.54	\$10,348.51
2	Oro Loma Sanitary**	Plant Operator II*	\$12,103.87	\$62.50	\$998.57	\$0.00	\$175.51	\$10,867.29
3	Delta Diablo Sanitary District	Wastewater Treatment Plant Operator III	\$11,810.93	\$472.44	\$944.87	\$0.00	\$903.54	\$9,490.08
4	Central Marin Sanitation Agency**	Operator III	\$11,649.73	\$0.00	\$902.85	\$0.00	\$168.92	\$10,577.96
5	Vallejo Sanitary and Flood Control District	Operator III	\$11,464.27	\$173.33	\$888.48	\$0.00	\$166.23	\$10,236.22
6	Dublin San Ramon Services District**	Wastewater Treatment Plant Operator II	\$11,330.80	\$208.33	\$878.14	\$206.54	\$866.81	\$9,170.98
7	Union Sanitary District**	Plant Operator III	\$11,304.80	\$41.67	\$791.34	\$40.00	\$163.92	\$10,267.88
8	Central Contra Costa Sanitary District	Plant Operator II	\$10,668.67	\$0.00	\$1,237.57	\$0.00	\$154.70	\$9,276.41
9	Napa Sanitation District**	Operator II	\$10,322.00	\$200.00	\$851.57	\$0.00	\$149.67	\$9,120.77
10	City of Vacaville	Wastewater Plant Operator III	\$9,878.27	\$0.00	\$740.87	\$434.03	\$143.23	\$8,560.13
11	West County Wastewater District**	Plant Operator	\$9,559.33	\$0.00	\$740.85	\$0.00	\$138.61	\$8,679.87
		Median	\$11,330.80					\$9,490.08
		Percentage Above/Below Median	7.64%					8.30%
		Average	\$11,123.75					\$9,690.55
		Percentage Above/Below Average	9.33%					6.36%
			Number of Matches	10				10

*Only two levels within series; Plant Operator II most comparable amongst the two but does require some additional responsibility.

**Agency provides an incentive for obtaining a certification above what is required in the job description.

- The District is the highest ranked among agencies surveyed for total monthly compensation.
- The District is 7.64% above median for total monthly compensation, which looks at monthly compensation alone, and is 8.3% above median for adjusted total monthly compensation.



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Pay Rate Schedule

Effective October 6, 2025 in accordance with Resolution No. 2025-29

Class Code	Class Title	FLSA	Bottom Hourly Salary	Top Hourly Salary
43300	Accountant	X	\$56.53	\$70.68
53400	Administrative Specialist	N	\$42.33	\$52.89
45200	Assistant Engineer	N	\$61.47	\$76.84
45300	Associate Engineer	X	\$72.53	\$90.53
13700	Director of Administrative Services	X	\$99.40	\$123.61
14700	Director of Environmental Services	X	\$99.40	\$123.61
11700	Director of Operations & Maintenance	X	\$99.40	\$123.61
42200	Electrical & Instrumentation Technician I	N	\$45.28	\$56.60
42300	Electrical & Instrumentation Technician II	N	\$59.74	\$74.67
42400	Electrical & Instrumentation Technician Senior	N	\$67.22	\$84.02
25600	Engineering Manager	X	\$93.58	\$116.96
45301	Engineering Technician/Inspector	N	\$48.47	\$67.76
53300	Finance Technician	N	\$50.27	\$62.82
17700	General Manager/District Engineer*	X		\$163.20
35301	GIS Coordinator	X	\$62.84	\$78.56
23600	Human Resources Manager	X	\$89.26	\$99.18
53301	Human Resources Technician	N	\$50.27	\$62.82
23601	Information Technology Manager	X	\$89.26	\$99.18
45100	Junior Engineer	N	\$50.24	\$62.78
46300	Laboratory Analyst	N	\$57.76	\$72.20
46400	Laboratory Analyst Senior	N	\$63.13	\$78.93
26600	Laboratory Manager	X	\$89.26	\$99.18
46200	Laboratory Technician	N	\$43.78	\$54.72
22600	Maintenance Manager	X	\$89.26	\$99.18
42201	Maintenance Mechanic I	N	\$43.78	\$54.72
42301	Maintenance Mechanic II	N	\$57.76	\$72.20
42401	Maintenance Mechanic Senior	N	\$63.13	\$78.93
32500	Maintenance Supervisor	X	\$79.63	\$88.49
33500	Management Analyst	X	\$63.60	\$79.50
21600	Operation Manager	X	\$89.26	\$99.18
31500	Operations Supervisor	X	\$79.63	\$88.49
43301	Procurement Specialist	N	\$57.76	\$72.20
24600	Regulatory Compliance Manager	X	\$89.26	\$99.18
33400	Senior Accountant	X	\$63.60	\$79.50
35400	Senior Engineer	X	\$85.58	\$106.33
45400	Senior Engineering Technician/Inspector	N	\$62.33	\$77.91
42302	Utility Worker	N	\$31.84	\$39.80
41200	Wastewater Plant Operator	N	\$43.78	\$54.72
41300	Wastewater Plant Operator Lead	N	\$57.76	\$72.20
41400	Wastewater Plant Operator Senior	N	\$63.13	\$78.93

* Per Contract

FAIRFIELD-SUISUN SEWER DISTRICT
RESOLUTION NO. 2025-29

A RESOLUTION ADOPTING A PAY RATE SCHEDULE

WHEREAS, this Resolution is necessary to comply with the requirements added under California Code of Regulations, (CCR) Title 2, Section 570.5 relating to adopting and posting requirements of publicly available pay schedules; and,

WHEREAS, the Fairfield-Suisun Sewer District (District) supports open and transparent reporting of employee compensation; and,

WHEREAS, the District conducted a salary survey which resulted in the need for an updated pay rate schedule effective October 6, 2025.

WHEREAS, the District has a standard practice to publish the current pay schedule on the District website and has maintained the Pay Rate Schedule on the website.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE FAIRFIELD-SUISUN SEWER DISTRICT THAT:

1. The District hereby adopts the attached Pay Rate Schedule. This schedule includes the position title for every employee position, the pay rate for each position, and the time base for each pay rate.
2. This District complies with the requirements of CCR Title 2, Section 570.5 relating to adopting and posting requirements of publicly available pay schedules.
3. The General Manager is authorized and directed to take all steps necessary and proper to implement this resolution.

PASSED AND ADOPTED this 22nd day of September 2025, by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

President

ATTEST: _____
District Clerk

Attachment: Pay Rate Schedule

Fairfield-Suisun Sewer District

Contemplated Board of Directors Agenda Items

September 22, 2025

Month Year	Contemplated Board of Directors Meeting Agenda Items	Executive Committee	Board of Directors
October 2025	1. Quarterly Investment Report 2. Presentation on Fairfield-Suisun Drainage Maintenance Program 3. Receive Report on District Internship Program 4. Approve Construction Mgmt Contract for Suisun Force Main Reliability Project	10/20/2025	10/27/2025
November 2025	1. Adopt Board Calendar for 2026 2. Receive Report on District Community Engagement Strategy 3. Award Design Contract for Sewer Trunk Lining Rehabilitation Project	11/17/2025	11/24/2025
December 2025		Not Scheduled	Not Scheduled
January 2026	1. Quarterly Investment Report 2. Report on Financial Audit for FY 2023-2024 3. General Manager Quarterly Check-In (Executive Committee) 4. Award Construction Contract for Electrical Replacement Project, Phase 2	1/12/2026	1/26/2026
February 2026	1. Directors Report on CASA Winter Conference	2/9/2026	2/23/2026
March 2026	1. Directors Report on CASA DC Policy Forum Meeting 2. Award Professional Services Contract for the Storm Drain Master Plan	3/16/2026	3/23/2026
April 2026	1. Quarterly Investment Report 2. Report on Vacancies per AB 2561 3. General Manager Annual Performance Evaluation	4/20/2026	4/27/2026
May 2026	1. Adopt Resolution Approving Budget 2. Adopt Resolution Approving Employee Salary Schedule 3. Review Updates and Approve Investment Policy 4. Review Board Compensation	5/11/2025	5/18/2025
June 2026	1. 2.	6/15/2022	6/22/2026
July 2026	1. Quarterly Investment Report 4. General Manager Quarterly Check-In (Executive Committee)	7/17/2026	7/24/2026
August 2026		Not Scheduled	Not Scheduled
September 2026	1. General Manager Quarterly Check-In (Executive Committee) 2.	9/21/2026	9/28/2026

FAIRFIELD-SUISUN SEWER DISTRICT

MINUTES

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Board of Directors Meeting Minutes

Date: Monday, September 22, 2025

Meeting Place: 1010 Chadbourne Road, Fairfield, California

Meeting Time: 6:00 pm

1. The meeting was called to order at 6:00 p.m. by President Jenalee Dawson, who presided over the meeting.

Roll Call – The following Board members were present: Directors Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, and Washington. Directors Moy and Williams were absent. No Board Alternates were present.

2. Pledge of Allegiance was led by Director Parise Shepherd.
3. Public Comments: No comments.
4. Director Comments: Director Alma Hernandez reported on the CASA Annual Conference that she attended in July, highlighting the CSRMA session regarding important lessons learned from the Sacramento Force Main issue and keynote speaker, along with involvement with the Education Foundation. President Dawson voiced, on behalf of Director Moy, concerns regarding Senate Bill 682's proposed ban on cookware containing PFAS and potential impact to local business Meyer Cookware.
5. General Manager Report – General Manager Jordan Damerel confirmed SB 682 passed through the state legislature and is awaiting the Governor's action. The District's NPDES permit renewal continues to be delayed and pushed out due to recent litigation against the Water Board. The District will continue under the old permit until the new permit is adopted. The Defense Community Infrastructure Program Grant was not awarded to the District. We are working on other external funding for the Suisun Main Force Project. County Supervisor Wanda Williams is holding a town hall meeting on sewer service in Suisun Valley in October that General Manager Damerel will attend. Finally, Coastal Clean Up was held on Sept 20 which was spearheaded by Assistant Engineer Melvin Aquino. Our community of volunteers picked up an estimated 14,460 pounds of trash at 17 locations throughout City of Fairfield and Suisun City.
6. Awards and Presentations:
 - (a) Receive National Association of Clean Water Agencies Peak Platinum 11 Award
 - (b) Receive California Association of Sanitation Agencies Excellence in Public Outreach/Education Award

General Manager Jordan Damerel and Director of Environmental Services Meg Herston, respectively, showcased the District's recent awards to the Board of Directors. Meg Herston shared a video presentation.

7. Consent Calendar:

- (a) Adopt Resolution No. 2025-28 Approving Amendment No. 1 to the Solano Stormwater Alliance Agreement
- (b) Approve Board Minutes of July 28, 2025

No Comments.

Upon motion by Director Pal, seconded by Director Hernandez, Action Items No. 7a and 7b were passed by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, Washington
NOES: None
ABSTAIN: None
ABSENT: Moy, Williams

8. Action Item:

- (a) Adopt Resolution No. 2025-29 Adopting a Revised Pay Rate Schedule

Human Resources Manager Kim Kraft presented to the Board the Compensation Study Report, salary adjustment recommendations and updated Pay Rate Schedule.

Upon motion by Director Hernandez, seconded by Director Shepherd, Action Item No. 8a was passed by the following vote:

AYES: Carr, Dawson, Hernandez, Pal, Panduro, Shepherd, Tonnesen, Washington
NOES: None
ABSTAIN: None
ABSENT: Moy, Williams

9. Discussion Item:

- (a) Presentation on Utilities Profile and Cost Saving Measures

Director of Operations and Maintenance Doug Hollowell presented key insights into energy usage and sustainability strategies, going over current energy consumptions and renewable energy assets. Cost saving measures include reducing costs through administrative controls, energy efficiency operational changes, and capital improvement and master planning.

10. Information Item:

- (a) Board Calendar

No comments.

Board of Directors Meeting Minutes
Monday, September 22, 2025
Page 3 of 3

The meeting adjourned at 6:56 pm.

Respectfully submitted,


John Dawson
President

ATTEST:


Paula Danny
District Clerk